Project Startup Report

Project Name: Secretary of State Knowledge Base (SOSKB)

Agency: Office of the Secretary of State

Business Unit/Program Area: Uniform Commercial Code (UCC)

Project Sponsor: Al Jaeger, Secretary of State

Project Manager: Justin Data, Enterprise Project Manager, ITD

Project Description
This project consists of the North Dakota's Secretary of State's office acquiring and implementing a new software application to replace existing technology systems for Central Indexing System (CIS) functions.

The office's current system consists of a mainframe application for filing various notices and liens, including uniform commercial code (UCC) filings and notices, statutory liens and notices, federal and state tax liens, and miscellaneous liens.

The newly acquired, customized and modified system will be built on a .Net platform, which will allow it to have maintenance, scalability and cost benefits over the old system. Additionally, the new system will automate a number of business processes that are currently manual.

This project includes acquiring via licensing agreement an existing VB/ASP-based UCC filing application from North Carolina's Office of the Secretary of State (known as the Secretary of State Knowledge Base (SOSKB)), converting this application to .Net (in conjunction with North Carolina staff), and modifying and customizing it to support North Dakota's business needs.

Implementing the modified and customized SOSKB system will reduce the time and costs of processing UCC filings and search requests.

The comprehensive list of notices and liens the CIS manages is as follows:

UCC Index	Statutory Index (States & Counties)	Tax Index (State & Counties)

o UCC (Counties and State)
o UCC/Transmitting Utility (State only)
o UCC/Real Estate (Counties only)
o UCC/Central Notice System (Counties and State)
o Central Notice System (Counties and State)
	o Statutory Liens
	  o Processor's
	  o Agister's
	o Judgment
	  o Supplier's
	o Statutory Liens/Notice
	  o Processor's
	o Release (termination)
	  o Agister's
	  o Supplier's
	o Statutory Notice
	  o Processor's
	  o Agister's
	  o Supplier's
	  o Landlord's Lien
	o Misc. Statutory Lien
	  o Repairman's
	  o Unpaid Insurance
	  o Vessel Lien
	    ▪ Child Support Lien
		o Federal Tax Lien
		  o General
		  o Notice of Invalid Lien
		o State Tax Lien

Benefits to Be Achieved	
Project Objectives	Measurement Description
Improve and create additional online services to users of these systems	▪ Projecting that UCC online filings will increase 10% in the first six months, and up to 40% in 12 months ▪ Current UCC online filings are 1%

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Reduction in labor	- Receipting and depositing payments - Staff currently spends 5-6 person-hours per day receipting and depositing - Process becomes automated with new system, so these hours are eliminated - Eliminate work spent date-stamping incoming documents - Incoming docs will be electronic and automatically date-stamped, so this manual process will be eliminated - Reduce the amount of time spent auditing images (for quality of image). - Staff currently spends 4-5 person-hours per day auditing images - With the new system, audit process will take place as part of the business process because more images will be scanned up front, thereby making time spent on this activity minimal - Reduce the amount of time scanning - Currently, it is a full time job for one person to perform scanning functions - Likely, this process will take more time in the first few months after product rollout as the staff incorporates new processes and scanning hardware, but as time progresses, as batch processes are perfected and scanning prep time is eliminated, the expectation is that scanning will become a half-time job - Increase efficiency and accuracy of attaching images to ID numbers. - Automation will remove the possibility of attaching wrong ID numbers to images, so the manual correction process for this is eliminated - With current system, staff spends some 2-3 hrs per week on this function, which will be eliminated with the new system

Key Metrics		
Project Start Date	Estimated Length of Project	Estimated Cost
October 2006	12-13 months	$532,844
Note: It is the hope of the SOS office that when planning is completed this month, that the duration estimate above can be brought in-line with an end-of-biennium completion date. The project team is currently in the process of completing the work plan and adding additional resources to try to hit this goal.		

Key Constraints or Risks
- Statute limitations: Potential statute changes and administrative rule changes will be required.   - Data from old/existing N.D. systems must be converted and imported into the new SOSKB system. Unexpected issues relating to data migration could impact "CSSQ."   - Portions of the SOSKB tool need to be developed in conjunction with I.T. staff from North Carolina's Office of the Secretary of State. If their resources are unable to work with us at certain times, it could delay the project completion date.   - Change in administration in North Carolina or North Dakota: If the Office of the Secretary of State administrations in N.C. or N.D. changes, there is the risk that any relationships currently formed between N.C. and N.D. executives – which currently contributes to a healthy working relationship between the two entities – could change, and therefore impact the forward progression of the project during its execution phase.